

S-S-C-R-E-T

This Notice Expires 31 December 1958

25X1

NOTICE

PERSONNEL
1958

25X1

NEW FITNESS REPORTING SYSTEM

1. The new fitness reporting system, which was approved by the CIA Career Council, will be formally put into effect in headquarters and the field on 1 January 1959. However, the new Fitness Report Form no. 45 (8-58) will be stocked in Building Supply Rooms on 3 November 1958 and should be used as soon as available.

2. There is no change in Agency policy in regard to the submission of Initial Fitness Reports. An initial report will be prepared for each employee as of nine months after his entrance on duty with the Agency. This report is of particular significance in providing a record of the supervisor's evaluation of the employee before he has completed his twelve-month trial period.

3. A major innovation is the new system for the submission of Annual Fitness Reports. The new procedure provides for a fixed schedule of due dates which is based on grade levels, replacing the old cycle based on entrance on duty anniversary dates. This system results in all individuals in the same grade level being evaluated at the same time. Annual reports will be prepared for each employee in accordance with the following schedule.

SCHEDULE FOR SUBMISSION OF ANNUAL REPORTS

| GRADES | FOR PERIOD ENDING | DUE IN OFFICE OF PERSONNEL | | |
|--------------------|-------------------|----------------------------|---|-------------|
| | | FROM HEADQUARTERS | FROM | FIELD |
| GS-1 through GS-5 | 31 March | 30 April | | 31 May |
| GS-6 through GS-8 | 30 June | 31 July | | 31 August |
| GS-9 through GS-11 | 30 September | 31 October | | 30 November |
| GS-12 and GS-13 | 31 December | 31 January | | 28 February |
| GS-14 and above | 31 March | 30 April | | 31 May |

25X1

4. Annual reports need not be prepared in accordance with the above schedule when a report has been made 90 days prior to the due date of the annual report. An annual report may be deferred until the employee has been under jurisdiction of the supervisor for 90 days. During the period of implementing the new system, there will be instances where two Annual Fitness Reports on an individual will be prepared during a twelve month period and in other cases more than twelve months will elapse between annual reports.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. White
Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES